

# TOTAL TRAINING™ FOR ADOBE® INCOPY® CS2

## QUICK REFERENCE GUIDE

### Part 1 InCopy for Writers & Editors

#### 1 INTRODUCTION & NAVIGATION 31:45

- 1 Working with InCopy & InDesign Simultaneously
- 2 Checking Out & Editing a Story inside InCopy
- 3 Introducing the InCopy Interface & Tools
- 4 Setting Up a Workspace & Palette Options
- 5 Using the Navigation Tools & Inserting Markers
- 6 Display Performances & Screen Modes
- 7 Customizing the Galley & Story Views
- 8 Setting Keyboard Shortcuts & Looking at Preferences

#### 2 GETTING STARTED 21:23

- 1 Creating New User Names, Documents & Presets
- 2 Importing Non-native Documents into InCopy
- 3 Placing Non-native Documents into InCopy
- 4 Understanding the Enable Track Changes Button

#### 3 EDITING TEXT 16:42

- 1 Using the Drag & Drop Text Feature
- 2 Rearranging Text & Using the Change Case Options
- 3 Inserting Special Characters
- 4 Showing Hidden Characters & Transposing Characters
- 5 Setting Up Tabs in the Tabs Palette
- 6 Aligning & Deleting Tabs, Adding a Leader

#### 4 FORMATTING TEXT WITH STYLES 31:48

- 1 Applying Fonts with the Character Palette
- 2 Font Properties & Hanging Punctuation
- 3 Exploring Previously Applied Styles
- 4 Applying Styles to the Text
- 5 Applying Multiple Styles with the Next Style Feature
- 6 Grouping Styles via Nested Styles
- 7 Solving the Manual Override Issue
- 8 Loading Styles from Other Documents & Tidying Up

#### 5 TEXT AUTOMATION 18:54

- 1 Using the Check Spelling Command
- 2 Enabling & Controlling Dynamic Spelling
- 3 Customizing the Dictionary & Languages
- 4 Using Auto Correct & Text Macros
- 5 Using the Find/Change Command
- 6 Substituting Words with the Thesaurus

#### 6 WORKING WITH TABLES 13:08

- 1 Converting, Creating & Importing Tables
- 2 Selecting, Resizing & Adding Table Cells
- 3 Merging Cells & Other Table Options
- 4 Working with Tables in the Galley & Story Views

#### 7 WORKING WITH FOOTNOTES 09:09

- 1 Editing & Creating Footnotes
- 2 Using the Footnote Options Dialog Box
- 3 Considering Footnotes in Copyfit Calculations

#### 8 PLACING IMAGES 09:42

- 1 Introduction to Placing Images & Checking Out
- 2 Object Fitting Options
- 3 Object Transform Options & Checking In

#### 9 EDITING & REVIEWING STORIES 33:21

- 1 Views, Preferences & Notes
- 2 Creating & Organizing Notes
- 3 Utilizing Tool Tips & the Notes Palette
- 4 Working in Notes Mode
- 5 Tracking Changes
- 6 The Change Info Palette & Saving a Workspace
- 7 Hiding, Accepting & Rejecting Changes
- 8 Exploring Print Options
- 9 Exporting to PDF & Other Common File Formats
- 10 Final Comments

### Part 2 InCopy for InDesign® Users

#### 1 INSTALLING THE LIVEEDIT PLUG-INS 10:35

- 1 Locating & Installing the LiveEdit Plug-ins
- 2 Specifying the User Designation
- 3 Added Features Due to the LiveEdit Plug-ins

#### 2 EXPORTING CONTENT 23:09

- 1 Exporting Story Frames from InDesign
- 2 Exporting Graphic Frames from InDesign
- 3 How InDesign Links Content to Frames
- 4 Exporting Unassigned Frames from InDesign
- 5 Exporting Multiple Frame Types Simultaneously
- 6 Viewing the Layout of Frame Content in InCopy

#### 3 CREATING ASSIGNMENTS 23:29

- 1 Introducing Assignments
- 2 Creating a New Assignment in InDesign
- 3 Adding Content to an Assignment & Updating
- 4 Reassigning Stories & Deleting Assignments
- 5 Opening Assignments in InCopy
- 6 Recovering Missing or Deleted Assignments

#### 4 WORKING WITH NOTES IN INDESIGN 18:48

- 1 Adding Notes Using the Note Tool
- 2 Edit Notes with the Notes Menu & Notes Palette
- 3 Using the Notes Mode Feature
- 4 Sharing Notes between InCopy & InDesign
- 5 Finalizing & Removing Notes
- 6 Final Comments

### Part 3 Understanding LiveEdit Workflow

#### 1 USING CHECK IN & CHECK OUT 14:48

- 1 Checking Out a Document in InDesign®
- 2 Checking Out, Editing Stories & Saving Content
- 3 The Check In All & Cancel Check Out Commands
- 4 Recover a Checked Out File with the Unlink Command

#### 2 MANAGING UPDATES 24:26

- 1 The Available Frame Adornment Icon
- 2 The Checked Out Frame Adornment Icon
- 3 The Out of Date Frame Adornment Icon
- 4 Understanding & Fixing a Broken Story Link
- 5 Manage Updates between InCopy & InDesign
- 6 Using the Assignments Palette to Update Stories

#### 3 CALCULATING COPYFIT 19:05

- 1 Identifying Overset Text in InDesign
- 2 Identifying Overset Text in InCopy
- 3 Editing Copy to Make it Fit
- 4 Using the Copyfit Info Toolbar
- 5 Customizing Copyfit Info Preferences

#### 4 EXAMPLE WORKFLOWS 50:38

- 1 Creating a Multi-page Story Filled with Placeholder Text
- 2 Working in Stand Alone Mode
- 3 Placing an InCopy Story into an InDesign Template
- 4 Looking at an InDesign Layout
- 5 Exporting InCopy Stories as New Assignments
- 6 Create & Export Additional Assignments & Stories
- 7 Opening an InDesign Assignment in InCopy
- 8 Addressing Copyfit Issues
- 9 Working through Various Assignments
- 10 Updating the Adjusted Assignments
- 11 Final Comments & Credits